

State Library of Massachusetts
State House, Boston

THE COMMONWEALTH OF MASSACHUSETTS

ANNUAL REPORT

of the

TRUSTEES OF THE MASSACHUSETTS
STATE LIBRARY

KNOWN AND DESIGNATED AS THE
GEORGE FINGOLD LIBRARY

FOR THE

FISCAL YEAR ENDING

JUNE 30, 1974

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State Library of Massachusetts
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THE COMMONWEALTH OF MASSACHUSETTS

ANNUAL REPORT

of the

TREASURER OF THE COMMONWEALTH
STATE LIBRARY

KNOWN AND DESIGNATED AS THE
GEORGE F. LITTLE LIBRARY

FOR THE

FISCAL YEAR ENDING

JUNE 30, 1974



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1974
ANNUAL REPORT OF THE TRUSTEES
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To the Honorable Senate and House of Representatives in
General Court assembled:

The Trustees of the State Library make this their Sixty-
fifth Annual Report for the fiscal year ending June 30, 1974
under the provision of Chapter 6, Section 37, of the General
Court Laws (Ter. Ed.)

Mrs. Ellen Welch and Dr. Estelle Jussim were appointed
Trustees by Governor Francis Sargent, replacing Mr. Carl Gordon
and Mr. John S. Lenkiewicz.

The Trustees transmit herewith the Librarian's report and
incorporate it as part of this record.

KEVIN B. HARRINGTON
President of the Senate

Mrs. ASHTON SMITH
Chairman

DAVID M. BARTLEY
Speaker of the
House of Representatives

Mrs. Ellen Welch

Dr. Estelle Jussim



The Commonwealth of Massachusetts

State Library

George Fingold Library

State House, Boston, Mass. 02133

Librarian's Report

I am pleased to submit a report on library activities during the year ending June 30, 1974.

A. Service to Library Users

1) Reference service has been upgraded significantly through rescheduling of staff, improvement of the basic reference collection, purchase of a number of excellent new indexing services, reorganization of the open law collection, and the beginning steps toward making the library to a greater extent "self-service".

2) Most "behind-the-scenes" operations of the library have been moved out of the main reading room and efforts have been made to improve the library's "atmosphere" and visual public image.

3) Periodicals and newspapers are vital in a library with current problems and ideas. The number of newspapers currently received in the library was increased to 62 papers from Massachusetts cities and towns, and to 15 important out-of-state or national newspapers. Current periodicals and journals were increased to about 900 titles. Back files of periodicals have been purchased on microfilm to add to the permanent value of this part of the collection. Current issues of both newspapers and periodicals have been placed in one public reading area for improved reader access and one group of staff members has been made responsible for servicing them. The storage facilities for microforms have increased significantly.

4) A written policy on who may borrow material from the library has been issued. The system for borrowing has been greatly improved and much closer control established for overdue materials. Interlibrary loans were brought under tight review, and a new procedure developed.

5) A written statement clarifying the library's policy on providing free photo copies was distributed, hopefully relieving the library of a potentially damaging problem.

6) Close cooperation with legislative service and research units was promoted and the library participated bibliographically in extra-legislative programs in which John Kenneth Calbraith and Ralph Nader were the principal speakers. Regular mailings of items about library services and several bibliographies have gone to each member of the General Court. These bibliographies covered such current governmental issues as the energy crisis, women's rights, gun control, and the state of the Massachusetts economy. The library remained open, with a skeleton staff, for legislative use during the evening sessions prior to prorogation.

7) The two regular publications of the library, Commonwealth of Massachusetts Publications received by the Massachusetts State Library and Massachusetts Material, have been brought back onto a regular schedule. Massachusetts Material, has been expanded to include a second part calling attention to books and documents on current governmental problems which have been recently added to the library.

B. Improvement of the Collection

1) New books and other library materials are again being purchased for the collection. Legal services, subscriptions, and standing orders have been examined closely and the collection emphasis rechanneled from private law practice to public law, "law-making", and public affairs. New materials are being carefully selected, with staff participation, from standard book selection tools.

2) Purging the collection of vast amounts of irrelevant and obsolete material is vital to the library's viability within the amount of space assigned to it. Arrival of new items as gifts or exchanges from other libraries has served as a triggering device for making decisions on the disposal of unnecessary portions of the collection. Review of serial records has also served to rid the collection of ephemeral serial and periodical files. More concentrated efforts at weeding, especially in the library annex, are required if the library is to be moved into new quarters.

3) The federal documents collection had grown out of control and several years ago the library gave up its role as the regional document depository for Massachusetts. Unfortunately, very few new categories of material were being accepted from the Government Printing Office after that abdication occurred. However, most of the previous deluge of material from the federal printing presses continued to flow unabated. Decisions had to be made as to whether the library would add or delete several thousand categories of documents. There remains the matter of purging the documents collection of thousands of federal publications unwanted and irrelevant to the contemporary role of the State Library.

4) The library's current collection of nationwide telephone directories, city directories for Massachusetts, catalogs for important colleges and universities both in Massachusetts and throughout the country, was greatly expanded.

5) The U.S. Geological Survey's topographical quadrangles are important reference tools since they are products of the most definitive mapping service at present in the United States. The library's collection of these maps for New England was updated and reorganized. U.S. Geological survey maps for the rest of the United States will be given to the Boston Public Library.

6) State rules and regulations have the full effect of statutory law and the library's collection of these important legal instruments was in pitiful condition. A memorandum from the Secretary of Administration and Finance to all state agencies brought the library's collection of state regulations to a better level. New legislation made the library's important collection of regulations much easier to maintain.

C. Personnel

1) The library's personnel paper work snarl has been unwound and the library's personnel records are in reasonably good order. Action by the General Court permitted the library's administration to close out a great number of open personal accounts with the State Treasurer dating back as far as five years. Payroll practices have been greatly tightened.

2) Permanent non-professional employees have been brought under the rules and regulations of the state's civil service system and all new appointments to vacancies in such positions have been governed by those rules.

3) The library is operated with the following staffing pattern:

<u>July 1, 1973</u>	<u>Filled</u>	<u>Vacant</u>	<u>Total</u>
Professional	10	1	11
Sub-professional	10	4	14
Clerical	4	3	7
Labor	<u>3</u>	<u>8</u>	<u>3</u>
	27		35

Changes 1973/74

Retirements - 4

New permanent and/or provisional appointments +8

June 30, 1974

Professional	11		11
Sub-professional	12	2	14
Clerical	4	3	7
Labor	<u>3</u>	<u>5</u>	<u>3</u>
	30		35

4) John Hopkins was appointed Chief of Public Services effective October 1, 1973. He replaced Mrs. Anna Lima who retired. Mr. Hopkins was made responsible for the library's public services which include reference, newspapers/periodicals, and stack and annex services. Mr. Hopkins was the first professional appointment made by the present library administration; this appointment raised the professionally trained or certified staff of librarians to five.

5) In order to fill what will hopefully be a temporary gap between the need for professional staff and the actually available professional staff, a number of Simmons Library School students have been appointed to part-time internships. The library gains the benefit of youthful vigor in tackling backlogged work of a technical nature and gains attractive muscle at the library's public service desk. At the same time, the students gain highly useful practical experience in a transitional library situation.

6) Firm written personnel policies have been established and vigorously, but humanely, administered. Levels of supervision and delegation of authority to supervisors, which had previously been largely lacking, have been instituted and will continue to develop as professional and supervisory staff are discovered or appointed.

D. Behind the Scenes Business

1) The library's budget was improved by action of the General Court from \$362,568 for fiscal year 1972-1973 to \$470,000 for fiscal year 1973-74. The Governor's budget recommendation for 1974-75 calls for a further improvement to \$494,300. The library's present management is committed to working within its appropriated budget. Working closely with staff from the State Comptroller, the State Auditor, the State Treasurer, and the Bureau of the Budget, the library's accounting and fiscal practices were made more orderly. It took two actions by the 1973 legislature to clear past-due bills; three additional legislative actions are pending to finally clear the library of overdue obligations.

2) The work area of the library was reorganized and new metal shelving was installed to better utilize the limited available space. Efforts were made to improve the flow of new material through this work area by re-aligning work space.

3) Since the library is purchasing more new books than ever before, it was necessary to reorganize the procedures by which new material is acquired. This included the introduction of a redesigned multiple-part order form and new procedures for handling the arrival of new material. The new methods also brought better control over the approval of invoices for payment.

4) Relatively minor changes have been made in the cataloging procedures or rules pending the employment of a Chief of Technical Services for the library. However, the shelf list was consolidated in one location, a second shelf list was eliminated, the method of cataloging serials was simplified, the full cataloging of federal documents was terminated, and many other similar changes introduced. With a concerted effort on the part of many staff members a large backlog of unfiled catalog cards was eliminated and the filing has since then been kept current.

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4) The library is a non-profit organization

1) The library is a non-profit organization... (text is mirrored and illegible)

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5) The records of serial and periodical receipts and holdings were in terrible condition. These are vital records in a library such as this, and their absence was beginning to subtly cripple public service for current periodicals and annual publications. With new equipment and forms these records have now been reviewed and reorganized.

6) New furniture and equipment was purchased in order to improve the library's image and efficiency.

7) The library carries on an active program of exchange with other libraries. The lists of libraries with which Massachusetts exchanged materials had not been reviewed for quite some time. The exchange lists are now reasonably up-to-date and accurate.

8) The declared size of the library's collection cannot be considered in any way accurate. The number of items added to the collection and the reference use of the collection, had not been counted for some years with any degree of accuracy or within any accepted standard statistical measures. The method of gathering statistical information in the library has now been revised and is in line with accepted library statistical practices.

9) The State Library's microfilming program was highly questionable as to quality of output and quantity of work produced for the library. The equipment being used was obsolete and there were frequent breakdowns. The library's in-house microfilm program has ended, the equipment dispersed, and the staff involved assigned to other duties. The library, in the future, will purchase microfilming services from reliable commercial companies, or use microphotography facilities of the Department of Administration and Finance.

E. As to the Future:

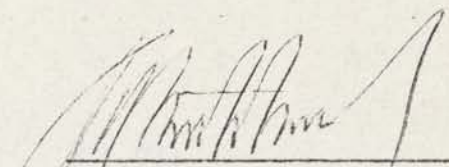
During the coming year I expect the following items will require our considerable attention:

1) The development of modern personnel specifications and qualifications for a career ladder for librarians and sub-professional library staff in state service has already begun. This will be done in close cooperation with the Director of Library Extension and hopefully will be triggered by the approval in the 1974-75 budget of three new professional positions for the State Library.

2) According to Chapter 1043 of the Acts of 1973, the State Library will be moved into a new location by July 1, 1976. The State Librarian and his staff look forward to working closely with the architects and the State Building Superintendent in designing the new quarters and planning the complex move into these new facilities.

3) Prior to its move to new quarters the library must be purged of a vast accumulation of unneeded, unwanted, irrelevant, ephemeral material. This is a time consuming problem of vast proportions best understood by librarians. The whole weeding process is, however, vital to the future of the library and its services.

4) Additional efforts toward promoting the library and its services among the legislature, its staff, and among the research offices in other executive agencies is desperately required. The library must become more closely involved in the training of government and legislative interns.



A. Hunter Rineer, Jr.
State Librarian

Appropriations and Expenditures

July 1, 1973-June 30, 1974

	<u>Appropriation</u>	<u>Actual Expenditure</u>
Personnel	372,550	309,758
Library Materials printing and binding	105,400	101,804
Supplies, repairs, and rentals	26,450	22,554
Furniture and equipment	10,600	10,551
	<u>\$470,000</u>	<u>\$444,667</u>

Statistical Report

July 1, 1973-June 30, 1974

I The Collection

Books (volumes)	
July 1, 1973	875,933
Added	11,886
Withdrawn	15,940
June 30, 1974	871,879
Uncataloged Pamphlets	4,731
Current Periodical Titles Received	906
Current Newspaper Titles Received	77

II Use of the Collection

Reference inquiries answered at desk	4,106
Reference inquiries replied to by letter	252
Photocopy prints made	55,226
Items borrowed	3,017
Items lent on interlibrary loan	485

